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# THE UNITED STATES OF AMERICA

**TO ALL TO WHOM THESE PRESENTS SHALL COME:**

UNITED STATES DEPARTMENT OF COMMERCE  
United States Patent and Trademark Office

May 01, 2003

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APPLICATION NUMBER: 60/368,994

FILING DATE: April 01, 2002

RELATED PCT APPLICATION NUMBER: PCT/US03/09980



By Authority of the  
COMMISSIONER OF PATENTS AND TRADEMARKS

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# **PROVISIONAL APPLICATION FOR PATENT COVER SHEET**

This is a request for filing a PROVISIONAL APPLICATION FOR PATENT under 37 CFR 1.53(c).

Express Mail Label No. **92 028932041 US**

U.S. PTO  
60/368994  
04/01/02

INVENTOR(S)					
Given Name (first and middle [if any])		Family Name or Surname		Residence (City and either State or Foreign Country)	
Jeffery Stephen A.		McCandless French		Brentwood, TN Brentwood, TN	
<input type="checkbox"/> Additional inventors are being named on the ___ separately numbered sheets attached hereto					
TITLE OF THE INVENTION (280 characters max)					
System and Method for Processing Professional Service Invoices					
Direct all correspondence to: <b>CORRESPONDENCE ADDRESS</b>					
<input checked="" type="checkbox"/> Customer Number <b>23456</b>					
OR Type Customer Number here <b>23456</b>					
<input type="checkbox"/> Firm or Individual Name		PATENT TRADEMARK OFFICE			
Address					
Address					
City		State		ZIP	
Country		Telephone		Fax	
ENCLOSED APPLICATION PARTS (check all that apply)					
<input checked="" type="checkbox"/> Specification Number of Pages <b>7</b>		<input type="checkbox"/> CD(s), Number			
<input checked="" type="checkbox"/> Drawing(s) Number of Sheets <b>11</b>		<input type="checkbox"/> Other (specify)			
<input type="checkbox"/> Application Data Sheet. See 37 CFR 1.76					
METHOD OF PAYMENT OF FILING FEES FOR THIS PROVISIONAL APPLICATION FOR PATENT					
<input checked="" type="checkbox"/> Applicant claims small entity status. See 37 CFR 1.27.				FILING FEE AMOUNT (\$)	
<input checked="" type="checkbox"/> A check or money order is enclosed to cover the filing fees				<input type="checkbox"/>	
<input checked="" type="checkbox"/> The Commissioner is hereby authorized to charge filing fees or credit any overpayment to Deposit Account Number: <b>23-0035</b>				<input type="checkbox"/> <b>80.00</b>	
<input type="checkbox"/> Payment by credit card. Form PTO-2038 is attached.					
The invention was made by an agency of the United States Government or under a contract with an agency of the United States Government.					
<input checked="" type="checkbox"/> No.					
<input type="checkbox"/> Yes, the name of the U.S. Government agency and the Government contract number are:					

Respectfully submitted,   
SIGNATURE  
TYPED or PRINTED NAME **Mark J. Patterson**  
TELEPHONE **(615) 242-2400**

Date **4/01/02**  
REGISTRATION NO. **30,412**  
(if appropriate)  
Docket Number: **N7360**

## **USE ONLY FOR FILING A PROVISIONAL APPLICATION FOR PATENT**

This collection of information is required by 37 CFR 1.51. The information is used by the public to file (and by the PTO to process) a provisional application. Confidentiality is governed by 35 U.S.C. 122 and 37 CFR 1.14. This collection is estimated to take 8 hours to complete, including gathering, preparing, and submitting the complete provisional application to the PTO. Time will vary depending upon the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, Washington, D.C. 20231. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. SEND TO: Box Provisional Application, Assistant Commissioner for Patents, Washington, D.C. 20231.

UNITED STATES PATENT APPLICATION  
(PROVISIONAL 37 C.F.R. §1.53(c))

SYSTEM AND METHOD FOR PROCESSING  
PROFESSIONAL SERVICE INVOICES

This is a Provisional Patent Application filed by applicant legalbill.com, LLC for the invention by Jeffrey McCandless and Stephen A. French of a "System and Method for Processing Professional Service Invoices."

Background of the Invention

The present invention pertains to the processing of invoices submitted by legal and other professional services firms to their clients. More specifically, this invention relates to systems and methods for automating and expediting the review and processing of professional service firm invoices using a third-party intermediary and online system to provide peer review and quality control.

Summary of the Invention

Generally stated, the process includes the following steps and system modules:

- bills arrive in any format;

- bills modified into format that can easily be imported into a system database;
- bills are objectively analyzed by paralegals to determine if bills conform to predetermined billing guidelines;
- bills are qualitatively analyzed by an attorney (peer reviewer)
- 5 • any recommendations by peer reviewer are coded into the system database by a paralegal
- bill is released for payment to the client

#### Brief Description of the Drawings

10 Fig. 1 is a screen shot of the system login screen for peer reviewers, law firms, and clients.

Fig. 2 is a screen shot of instructions and criteria provided to law firms for submitting paper or electronic copies of bills to the system for review.

15 Fig. 3 is a screen shot of the law firm login screen used when a law firm wished to upload an electronic bill into the system.

Fig. 4 is a screen shot of the peer review login screen that is used when a system peer reviewer is ready to access and review a bill that has been input into the system and that has undergone quality control review.

Fig. 5 is a screen shot of a list of bills presented to a peer reviewer by the system after login.

Fig. 6 is a screen shot of a sample bill that is presented for online review by a system peer reviewer.

5 Fig. 7 is a screen shot of the client login screen used when a client wishes to review online an original bill, a bill as formatted by the system, or generate reports from the system database.

Fig. 8 is a block diagram of the system software architecture.

Fig. 9 is a block diagram of the basic procedures used in the system software  
10 to access the system database.

Fig. 10 is a block diagram showing the tables in the system database, with the lines connecting the tables indicating table and data dependencies.

Fig. 11 is an integrated block diagram of the data tables shown in Fig. 10.

## 15 Detailed Description of the Preferred Embodiments

Referring to Figs. 1-7, the basic steps of the method include:

### Step 1 – Bill Input

Law firms may send their bills in either electronic or paper-based formats.

As long as the detail lines include an item date, description, hours billed and a time keeper we will accept it. If the bills are not in a structured format (i.e., comma delimited) a clerk re-works the file until it can be imported. The difficulty of the reworking depends on the format of the original bill. As long as the same type of information can be placed in the same column consistently per bill, the order of the information does not matter – the system software can take the quasi-formatted data and properly import it into the database. If the bills are structured, then the importing is even easier. A user must setup a format sheet before a bill can be imported, but once that style sheet has been built, any future bills from that law firm can be quickly imported into the database. Thus, importing a paper bill into the system database can include optical scanning, optical character recognition, and data restructuring.

Figs 2 and 3 visually illustrate the process steps followed by a law firm user of the system when uploading a bill.

Step 2 – Quality Control Review

Every client has a unique set of billing guidelines that defines how any outside law firm working for that client should bill for its services. Travel reimbursements, copying charges, postage fees, how intra-office conferencing is to be billed and all other aspects of how a law firm can bill for its services are covered by these guidelines. Our paralegals use these guidelines to examine the bills for all non-qualitative infractions. Charging 12 cents per copy rather than the stated 10 cents per copy and expecting reimbursement for intra-city meetings when the

guidelines explicitly state that only inter-city travel is eligible for reimbursement are two examples of billing infractions that can be objectively analyzed and do not require qualitative review by an attorney.

### Step 3 – Peer Review

5 After a paralegal reviews a bill, it becomes eligible for review by an attorney employed as a peer reviewer. These peer reviewers are chosen so that their legal experience and specialty areas are comparable to the experience and specialties of the attorneys they are reviewing. Peer reviewers are responsible for examining the bills for the appropriateness of the actions performed and if the time spent performing those actions was reasonable. For instance, if a peer reviewer is unsure of what happened or requires more information than what has been provided on a bill, the peer reviewers are urged to call the billing attorney and speak with him about the case. Fig. 4 shows the peer review login screen. Fig. 5 shows a list of bills ready for peer review by a specific peer reviewer after login. Fig. 6 illustrates one example of a bill that has been formatted by the system for peer review.

### Step 4 - Post qualitative review/ pre-close

All recommendations by the peer reviewers are coded into the database by the paralegals. To control how data is coded into the database, the peer reviewers are asked simply to write their comments for a particular bill in note format. The paralegals are responsible for coding these notes into the billing categories for the client in question.

Step 5 - Bill is released to client for payment

After the paralegals and peer reviewers examine a bill, a report is generated that includes the original law firm bill with any comments that our paralegals and attorneys have made so that the client and billing law firm know exactly what was  
5 adjusted and why it was adjusted. Further, the client is given detailed reports of how each law firm spent the time it billed during the given time period. Fig. 7 is the client login screen.

System Modules

A database and group of interrelated software modules complement and implement the process by prompting the paralegals and peer reviewers when work needs to be done and by providing them with all of the information they may need to quickly and accurately evaluate the bills for which they are responsible.


MSXML (Microsoft EXtensible Markup Language) can be used for defining  
15 data elements on the web pages associated with the system.

Preferably, the system software will include one or more data access objects (DAO) as a programming interface that the system uses to access the system database. Supporting documentation, such as travel receipts, can be accessed on-line as well as survey information from our existing database of invoices which can  
20 be used to judge the time appropriateness of an action.



The system has two basic components, one that allows system personnel to access/modify information from their desktops from within the office and a second web-based component that allows clients and peer reviewers to access reports and bills to review from anywhere they can establish a 128-bit SSL link. Fig. 8 is a block diagram showing the architecture of one embodiment of the system software. Fig. 9 is a block diagram of the basic procedures used in the system software to access the system database. Fig. 10 is a block diagram showing the tables in the system database, with the lines connecting the tables indicating table and data dependencies. Fig. 11 is an integrated block diagram of the data tables shown in Fig. 10.

Clients have web access to view a PDF file of the original bill as well as a version of the bill as it has been input and modified by the reviewing entity. In addition, the client can view (online) reports generated by the system from the bills submitted, including timekeepers summaries, bill adjustment summaries, and final amounts to be paid by the client following review and adjustment.

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**Peer Reviewers**, to view invoices, please [login](#).

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**Legalbill clients**, to view invoices, please [login](#).

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**Law Firms**, to submit an invoice online, please [login](#).

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**Offices**  
**Corporate Offices:**  
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Brentwood, TN 37024  
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615-661-5570  
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**California Office:**  
  
800-472-3535  
925-244-1223 (Fax)

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**Our Mission**  
  
To strengthen the relationship between our clients' outside counsel and our clients by providing a benchmark for maintaining quality representation and for measuring task compliance.  
  
**Company Profile**  
  
Since our beginning in 1992, we have been providing effective, consistent, and professional legal cost-containment for Fortune 2000 companies across North America using our proprietary LegalbillReview&Management™ process. This system blends two essential ingredients: (1) easy-to-use browser-based auditing and management tools, and (2) team-attorney peer review analysis.  
  

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Fig. 1

## Frequently Asked Questions

[How Do I Submit an Invoice to Legalbill?](#)

[What Must an Invoice Include?](#)

[What Must a Header Contain?](#)

[How Do I List Charges?](#)

[How Do I List Grouped Charges?](#)

[How Do I Bill for Reimbursement of Disbursements?](#)

[How Do I Include ABA/ACCA Task Codes?](#)

[What Must a Footer Contain?](#)

[How Can I Avoid Common Problems on Invoices?](#)

[How Do I Resubmit Charges?](#)

## Law Firm FAQ

### How Do I Submit an Invoice to Legalbill?

Invoices can be submitted to [bills@legalbill.com](mailto:bills@legalbill.com), mailing a floppy disk or a paper copy to LegalbillReview&Management™, PO Box 1788, Brentwood, TN 37024-1788, or they can be submitted electronically. We can process e-mail and electronic submissions faster than paper copies. If submitting a paper copy, please forward two copies.

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### What Must an Invoice Include?

All invoices must include three elements:

- Header
- List of Charges
- Footer

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### What Must a Header Contain?

A header must contain the following elements:

- Name, address, and telephone number of the law firm
- Law firm federal tax ID number
- Client name
- Client office location (if applicable)
- Client contact name - adjuster or other contact
- Lead attorney - optional
- Law firm Matter Number
- Client's matter or file number or claim number
- Law firm invoice date
- Law firm invoice number

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### How Do I List Charges?

Charges are the individual line items for which a law firm bills a client. Charges for fee services must include the following information:

- Date the service was performed
- Initials of the biller
- Full description of each individual task performed (we will suspend payment if task descriptions are vague)
- Amount of time spent on each task (we will suspend tasks entered without individual time amounts as blocked entries)
- Calculated charge for each task

**For Example:**

3/05/00	LBS	Review Dr. White's report relating to plaintiff's Medical history	.10	11.00
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**Fig. 2**  
(1 of 6)

3/05/00	LBS	Review of accident report from claims adjuster	.20	22.00
3/05/00	LBS	Prepare answer to complaint	.50	55.00
3/05/00	LBS	Prepare answer to complaint	.50	55.00
3/05/00	LBS	Prepare demand for jury trial	.10	11.00
3/05/00	LBS	Prepare demand for statement of damages	.10	11.00

**Pre-approval** -- If a charge that would normally be suspended has been pre-approved, include the word "Pre-approved" in the task description, as well as the name of the person who pre-approved it.

**For example:**

3/05/00	LBS	Legal research re: Motion for summary judgement. Preapproved by J. Johnson	2.5	275.00
---------	-----	--	-----	--------

**No Charge** -- If you spend time on a task and do not charge the client, enter a time of "0" and enter "N/C" in the amount column to indicate "No Charge" for that task.

**ABA/ACCA Task Codes** -- If your billing practice includes ABA/ACCA task codes or if your client's Guidelines require them, see [How Do I Include ABA/ACCA Task Codes?](#)

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### **How Do I List Grouped Charges?**

A grouped charge consists of two or more individual tasks grouped together in a single entry. The time spent on each individual task must be itemized.

A block-billed entry is one in which time itemization for each specific task is not provided. Block-billed entries will be suspended.

If your normal billing practice uses grouped charges on Invoices, use the following format:

- Date the service was performed
- Initials of the biller
- Full description of each individual task performed (we will suspend payment if task descriptions are vague)
- Amount of time spent on each task in parentheses (we will suspend tasks entered without individual time amounts as block entries)
- Separate individual entries with a semi-colon
- Include resulting cumulative charge in a separate column

**For example:**

3/05/00	LBS	Telephone call to opposing counsel re: deposition(.1); prepare deposition notice(.1); phone call to witness re: deposition(.2)	.40	44.00
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**Fig. 2**  
(2 of 6)

**How Do I Bill for Reimbursement of Disbursements?**

All disbursements should be listed under a Disbursement or Cost Heading and NOT included in a fee entry. To bill your client for reimbursement, you must provide complete descriptions of the disbursements on your invoice:

- Date the expense was incurred
- Full and complete description of the disbursement, including quantity and unit price itemization
- Resulting charge

**For example:**

2/06/00	Photocopies (150 @ .10 each)	15.00
2/10/00	Milage to court (385 @ .31/mile)	119.35
2/15/00	Legal Research Lexus/WestLaw	43.27
2/20/00	Courier Service delivery of document	14.00

Do not transmit to us the actual vendor bill unless your client's guidelines require you to do so.

**Travel and Mileage** -- note the following example of the correct method of listing mileage:

5/5/00	Travel to Chattanooga--300 miles @ .31/mile	93.00	Correct
5/5/00	travel/mileage	93.00	Incorrect, not itemized

Travel expenses should be listed as individual charges within the main invoice. Do not list all travel expenses as one charge with a separate itemization schedule.

Client guidelines frequently require law firms to maintain receipts for possible future inspection. Consult your client's guidelines to determine your requirements.

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**How Do I Include ABA/ACCA Task Codes?**

American Bar Association/American Corporate Counsel Association (ABA/ACCA) task codes have two component parts: the task code and the activity code. The task code describes the nature of the work product, while the activity code describes how the work was performed.

If your billing practice includes ABA/ACCA task codes or your client's Guidelines require including these codes, your format must comply with the following (either listed or embedded):

- Task codes precede the charge description
- Task codes enclosed in backrest brackets ([...])
- Task and activity codes separated by a comma and a space

**For example:**

		[EL210, A103] Prepare answer to		
--	--	---------------------------------	--	--

**Fig. 2**  
(3 of 6)

20100404 14:01:09

5/05/00	JMG	complaint	.30	33.00
---------	-----	-----------	-----	-------

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#### **What Must a Footer Contain?**

Each invoice must include a footer containing:

- Total of all professional services rendered during the billing period
- Total of all disbursements submitted for reimbursement during the billing period
- Combined total of all fees and disbursements
- Indication of any prearranged fee discount or fee sharing arrangement, including how the discount is taken or fraction of the share and revised total
- Tax type if any, such as "sales", "general services", and so on
- Carryover credits, debits, and balances from prior services, if any
- Time keeper summary - full name, title and rate for each individual time keeper on this invoice

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#### **How Can I Avoid Common Problems on Invoices?**

The following hints can help you avoid problems with invoices you submit and ensure their prompt processing.

**Proper Format --** List all elements of each charge, including date, timekeeper, charges, rates, and so on in separate columns.

**Block Billing --** Block-billing is the grouping of multiple tasks under one time entry. Be sure to provide discrete time increments for each task.

**Inaccurate Itemization --** Double check your charge entries that require itemization and unit price information, such as photocopying and mileage. Most client guidelines require us to suspend charges not properly itemized.

**Vague Task Descriptions --** List the sender, recipient and subject matter for all telephone calls, correspondence, conferences and ect.

#### **How Do I Submit a Balance Due Statement?**

A balance due statement is a monthly statement of outstanding balance, unrelated to new charges, that a law firm may send our client. Submit balance due statements directly to the client.

LegalbillReview&Management™ does not process balance due statements. If balance is due, either we have already reviewed the charges and sent our recommendation to the client or else the charges have not previously been submitted to us. Law firms can direct inquiries as to the status of recommended payments directly to the client.

#### **How Do I Submit a Direct Pay Invoice?**

A direct pay invoice is an invoice for payment of expenses directly to a third party, such as an expert or court reporter. Law firms can submit direct pay invoices directly to their client for reimbursement or include it as a disbursement charge on a regular invoice sent to LegalbillReview&Management™. Check your client's guidelines for the preferred procedure.

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### How Do I Resubmit Charges?

LegalbillReview&Management™ reviews law firm invoices for compliance with our clients' billing guidelines. Charges that do not meet the billing guidelines, such as block-billed fees or tasks with incomplete descriptions, are suspended from payment.

If your client allows resubmittal for suspended charges, LRM must have the additional information from the law firm in order to evaluate the charges for compliance with the guidelines. You can provide this additional information in a "resubmit invoice" or "Re-Audit".

If a time limit for resubmitting charges is specified in your client guidelines. Resubmitted charges must be received within their time limit.

To resubmit suspended charges, include a header. In addition, the header for a "resubmit" invoice must include:

- The control number listed in the upper right-hand corner of the Law Firm Report
- The word "Resubmit"
- The date of the original invoice

We will return the resubmit invoices if we can not associate them with their original charges. For each charge, include the following:

- Charge date
- Charge number
- Timekeeper
- Charge Text--copy the suspended billing entry or cost
- Enter the new Task Description--must contain both a breakdown of the time billed for each task and a full description of the task, including the participant, recipients and authors, as well as the subject matter of the correspondence, memoranda, calls and conferences
- Time (not to exceed original time billed)
- Cost Information (not to exceed original cost billed)

You must resubmit "block-billed" charges showing a time and/or fee entry for each task billed. The charges, when unbundled, should not exceed the time and amount billed for the blocked entry on the original bill.

Do not include any new or additional charges on your resubmit invoice. We will not review them. New charges should be billed on a new invoice.

Do not resubmit suspended charges in a letter format. If you wish to include comments with your resubmitted charges, attach them to the resubmit invoice.

The following items should not be changed in resubmitted charges.

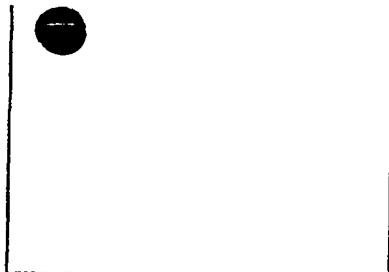
- Charge date
- Timekeeper
- Total hours for a given charge to exceed original hours billed
- Total dollar amount for a given charge to exceed original cost billed

If any of these elements are revised, the charge will remain suspended.

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### Contact Information

If you have any further questions, please do not hesitate to contact us at [jwm@legalbill.com](mailto:jwm@legalbill.com). We welcome all inquiries.



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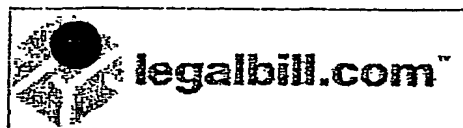


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2010-04-01 10:40:40

**Fig. 2**  
(6 of 6)





## Law Firm File Submission

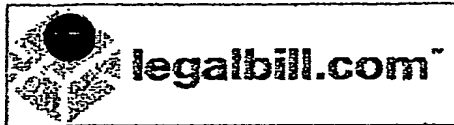
Law Firm ID:	<input type="text"/>
Password:	<input type="password"/>
File:	<input type="text"/> <input type="button" value="Browse"/>
Description:	<input type="text"/>
	<input type="button" value="Upload File"/>
	<input type="button" value="Clear"/>
Status:	<input type="text" value="Waiting for input..."/>

Please enter the user ID and password you were given when you made arrangements to submit files electronically.

Select the file you wish to upload by using the browse button and type a description that describes the file.

If you have any questions, please do not hesitate to call Jeff McCandless at 615-661-5570 or [contact him via e-mail](#).

Fig. 3



## Peer Review Login Information

User ID:

User Password:

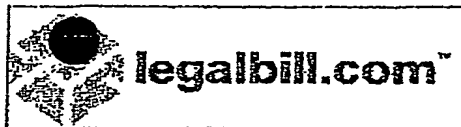
Please enter the user ID and password you were given  
when you made arrangements to take advantage of this service offering.

If you have any questions, please do not hesitate to call Jeff McCandless  
at 615-661-5570 or [e-mail him](#).

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**Fig. 4**



## Bills To Review

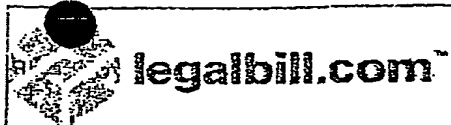
[Refresh List](#)

Ctrl Num	Assigned	Client	Law Firm	Case	Line Count
181331	03/11/2002	OFFICE DEPOT CORPORATE	GOWLING LAFLEUR HENDERSON LLP	STAPLES- COMTEMPT APPLICATION	11
182424	03/15/2002	ROLLINS INCORPORATED	DECKER & HALLMAN	DP SOLUTIONS, INC. V. ROLLINS, INC.	120
182590	03/19/2002	PITNEY BOWES	BAKER & BOTTS	STAMPS.COM	3
182597	03/18/2002	PITNEY BOWES	BAKER & BOTTS	XEROX CORP AND FUJI XEROX	70
182802	03/19/2002	PITNEY BOWES	MORRIS NICHOLS ARSHT & TUNNELL	PITNEY BOWES V. STAMPS.COM, C.A. 02 042	10

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Fig. 5



Law Firm Information

Legal Research

Client Notes

Billing Guidelines

Case Information

TK Summary Info

Invoice: 181331 -- OFFICE DEPOT CORPORATE  
 Case Name: STAPLES- COMTEMPT APPLICATION  
 Law Firm Name: GOWLING LAFLEUR HENDERSON LLP

Page Forward

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Audit Complete

Lines: 1 - 10 of 11 lines Move To:  Go

Line Num	Item Date	Type	Atty	Description	Hrly Rate	E
10	1/29/2002	Fee	PC	Reviewing correspondence from J. Colombo with respect to draft order and attendance in court (.2); Voice mail to M. Lindberg re status of her review of draft order and re need to attend in court to speak to matter (.1);	290	0
				ADJUSTMENT: UNAUTHORIZED RATE INCREASE		0
20	1/30/2002	Fee	PC	Voice mail from M. Lindberg re approval as to form of draft order (.1) Reviewing correspondence from M. Lindberg re approval as to of draft order (.1); Voice mail to J. Colombo re approval as to form of draft order (.2);	290	0
				PARALEGAL COMMENT/QUESTION: 10.00 UNAUTHORIZED RATE		
				ADJUSTMENT: UNAUTHORIZED RATE INCREASE		0
				ADJUSTMENT: BILL ACTUAL AND REASONABLE TIME IN 6-MINUTE INCREMENTS TO THE NEAREST .10 OF AN HOUR.		0
				PARALEGAL COMMENT: "VOICE MAIL TO J. COLOMBO"		
30	1/31/2002	Fee	PC	Letter to J. Colombo confirming agreement as to draft order (.1); Letter to Federal Court advising of consent (.2);	290	0
				ADJUSTMENT: UNAUTHORIZED RATE INCREASE		0

Fig. 6  
(1 of 3)

40	2/4/2002	Fee	PC	Prepare for motion re contempt application (.2); Travel to Court (.3); Attend in court re contempt application (.4); Travel from Court (.3); Reporting letter to client re outcome of motion re contempt application (.2); Telephone attendance with Federal Court re need for further letter evidencing consent (.2); Letter to Federal Court confirming motion proceeding by way of consent and that motion can proceed by way of writing (.2);	290	1
				<b>ADJUSTMENT: UNAUTHORIZED RATE INCREASE</b>		0
50	2/13/2002	Fee	PC	Reviewing correspondence from J. Colombo alleging contravention of consent order (.2); Correspondence to N. Belmore re pulling out inserts (.1); Reviewing correspondence from M. Lindberg re alleged contravention of consent order (.1);	290	0
				<b>ADJUSTMENT: UNAUTHORIZED RATE INCREASE</b>		0
60	2/18/2002	Fee	PC	Reviewing correspondence from Court enclosing copy of order of Dawson J. relating to disposition of show cause motion (.2); Comparing Order of Dawson J. relating to disposition of show cause motion with consent order submitted to court (.2); Letter to Court requesting that clerical change be made to order of Dawson J. relating to disposition of show cause motion (.2); Letter to M. Lindberg forwarding copy of order of Dawson J. relating to disposition of show cause motion and explaining clerical error (.1);	290	0
				<b>ADJUSTMENT: UNAUTHORIZED RATE INCREASE</b>		0
70	2/18/2002	Cost		Photocopy	0	0
				<b>ADJUSTMENT: PHOTOCOPIES SHOULD BE BILLED AT \$ .10 PER PAGE. STATE THE NUMBER OF PAGES IN THE BILL ENTRY.</b>		0
80	2/18/2002	Cost		Facsimile Charges	0	0
				<b>ADJUSTMENT: FAX COMMUNICATIONS (EXCEPT LONG DISTANCE TELEPHONE CHARGES) ARE NOT COMPENSABLE.</b>		0
				<b>PARALEGAL COMMENT: "SPECIFY CHARGES"</b>		

Fig. 6

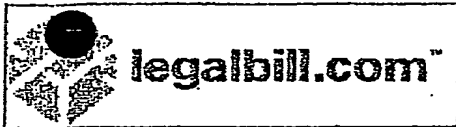
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90	2/18/2002	Cost		Long Distance Telephone	0 0
100	2/18/2002	Cost		Goods and Services Tax on Fees	0 0

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**Fig. 6**  
(3 of 3)



## Client Login Information

User ID:

User Password:

Please enter the user ID and password you were given when you made arrangements to take advantage of this service offering.

If you have any questions, please do not hesitate to call Jeff McCandless at 615-661-5570 or [e-mail him](#).

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Fig. 7





### Euler Database Erwin Key

#### Table Colors:

**Red** People Tables  
**Blue** Company Tables  
**Green** Case/Invoice Tables  
**Purple** Application Tables

This document outlines the basic procedures used to access the database with the only allowable user\_id from the webserver farm. Including security and protective measurements.

#### Attributes:

##### **Bold Attributes**

Primary and Foreign Keys

**Note:** Several attribute names change across tables  
In general, **bold red** attributes that relate to people are **user\_ids**, and **bold blue** attributes that relate to companies are **company\_ids**.

##### Colored Attributes

Gold Captions

Teal Captions

##### Unique Attributes

Triggers

Unique Groups

#### Triggers:

##### Client Check

Verify the **company\_id/client\_id** attempting entry has a **company\_type\_id** equal to "C" in **tblCompanies**.

##### Law Firm Check

Verify the **company\_id/lawfirm\_id** attempting entry has a **company\_type\_id** equal to "L" in **tblCompanies**.

##### Billing Company Check

Verify the **company\_id/billing\_company\_id** attempting entry has a **company\_type\_id** equal to "B" in **tblCompanies**.

##### Client Instruction Check

Verify the **adjustment** attempting entry has an **instruction\_id** that belongs to the current case's **client** and **client division id** in **tblClientInstructions**.

##### Law Firm Time Keeper Check

Verify the **invoice detail** attempting entry has a **time keeper** that belongs to the current case's **client** and **client division id** in **tblClientTimeKeepers**.

#### Unique Groups:

##### Law Firm Matter Number

Verify that no two cases belonging to the same **law firm division** have identical **matter numbers**.

##### Client Division Name

Verify that no two **client divisions** belonging to the same company have identical **division names**.

##### Law Firm Place Holder

Verify that for a single **law firm import format**, there do not exist two identical **place holders**.

##### Country Description

Verify that for a single **country**, there do not exist two identical **region descriptions**.

Fig. 9  
(1 of 4)

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**Stored Procedures:**

<u>Name</u>	<u>Input Variables</u>	<u>Output</u>
sp_verify_login	@login_name VARCHAR(50) @password VARCHAR(16)	When successful, the <b>user_id</b> , <b>login_name</b> , <b>password</b> and <b>affiliation</b> id of the person logging in. When not successful, an error message in a column labeled "error".
sp_view_password	@login_name VARCHAR(50)	The <b>user_id</b> , <b>password</b> , <b>email</b> , and <b>email_count</b> (how many users use the same email address) of the given <b>login_name</b> .
isp_verify_permission	@x INT @y VARCHAR(16) @procedure VARCHAR(50) @success INT OUTPUT	1 on success 0 on failure
<p><b>Notes:</b> All other stored procedures call <code>isp_verify_permission</code> for security reasons. The first two variables of every stored procedure below (although they are not explicitly listed) are: <code>@x INT</code> and <code>@y VARCHAR(16)</code>, where <code>@x</code> is the <b>user_id</b> of the person attempting execution and <code>@y</code> is the <b>password</b> of the person attempting execution.</p> <p>If any stored procedure receives a permission failure response from <code>isp_verify_permission</code>, the output of the stored procedure will be an error message in a column labeled "error."</p> <p>All "...sp_add..." stored procedures may take as input the primary key(s) for row to be added. If the primary key(s) already exist in the database, the stored procedure updates the existing row. Otherwise, a new row is created. (The only exception to this rule is in <code>sp_add_screen</code> where the existing screen is recursively deleted before the new screen is added.)</p>		
isp_add_affiliation	@affiliation_id CHAR(1) @description VARCHAR(50)	The <b>affiliation_id</b> of the modified affiliation.
isp_add_code_type	@code_type_id CHAR(3) @description VARCHAR(50)	The <b>code_type_id</b> of the modified code type.
isp_add_control	@control_id INT @code_type_id VARCHAR(3) @description VARCHAR(50)	The <b>control_id</b> and <b>code_type_id</b> of the modified control.
isp_add_attribute	@attribute_id INT @description VARCHAR(50)	The <b>attribute_id</b> of the modified attribute.
sp_view_affiliations		<b>tblAffiliations</b>
sp_view_users	@user_id INT @first_name VARCHAR(50) @last_name VARCHAR(50) @email VARCHAR(50) @telephone VARCHAR(14) @notes VARCHAR(255)	<b>v_users</b> . If a <b>user_id</b> is given, the single user. If any other parameters are given, a selection from <b>v_users</b> , using the given parameters for a search.
sp_view_login_users	@login_name VARCHAR(50)	<b>v_users LEFT JOIN tblLoginUsers</b> . If a <b>login name</b> is given, the single login user.

**Fig. 9**  
(2 of 4)

sp\_view\_contact\_users

@user\_id INT  
 @first\_name VARCHAR(50)  
 @last\_name VARCHAR(50)  
 @email VARCHAR(50)  
 @telephone VARCHAR(14)  
 @notes VARCHAR(255)  
 @title VARCHAR(50)  
 @city VARCHAR(20)  
 @region\_id VARCHAR(3)  
 @zip\_code VARCHAR(10)  
 @country\_id VARCHAR(2)

**v\_users LEFT JOIN tblContactUsers.** If a **user\_id** is given, the single contact user. If any other parameters are given, a selection from **v\_users LEFT JOIN tblLoginUsers**, using the given parameters for a search.

sp\_view\_countries

**tblCountries**

sp\_view\_regions

@country\_id VARCHAR(2)

**tblRegions.** If a **country** id is given, the regions associated with that country.

sp\_view\_screens

@screen\_id VARCHAR(20)  
 @code\_type\_id VARCHAR(3)

The **screen\_id**, **code type\_id**, **control\_type**, **attribute\_type**, and **value** of the given screen. If only one of the two parameters is given, all screens which match the given criteria.

sp\_add\_user

@user\_id INT  
 @first\_name VARCHAR(50)  
 @middle\_name VARCHAR(50)  
 @last\_name VARCHAR(50)  
 @email VARCHAR(50)  
 @telephone VARCHAR(14)  
 @notes VARCHAR(255)

The **user\_id** of the modified user.

sp\_add\_login\_user

@user\_id INT  
 @affiliation\_id CHAR(1)  
 @login\_name VARCHAR(50)  
 @password VARCHAR(16)  
 @disabled CHAR(1)

The **user\_id** of the modified user.

sp\_add\_contact

@user\_id INT  
 @title VARCHAR(50)  
 @address1 VARCHAR(50)  
 @address2 VARCHAR(50)  
 @address3 VARCHAR(50)  
 @city VARCHAR(20)  
 @region\_id VARCHAR(3)  
 @zip\_code VARCHAR(10)  
 @country\_id VARCHAR(2)  
 @fax VARCHAR(20)  
 @cable VARCHAR(20)  
 @telex VARCHAR(20)

The **user\_id** of the modified contact.

sp\_add\_screen

@screen\_id VARCHAR(20)  
 @code\_type\_id CHAR(3)  
 @screen\_code TEXT

The **screen\_id** and the **code\_type\_id** of the modified screen.

**Fig. 9**  
 (8 of 4)

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sp_add_screen_control	@screen_id VARCHAR(20) @code_type_id VARCHAR(3) @control_name VARCHAR(50) @control_description VARCHAR(50)	The screen_id, code_type_id, and control_name of the modified screen control. If the control_description passed does not exist in tblControls, isp_add_control is called.
sp_add_screen_attribute	@screen_id VARCHAR(20) @code_type_id VARCHAR(3) @attribute_description VARCHAR(50) @value VARCHAR(20)	The screen_id, code_type_id, and attribute_id of the modified screen attribute. If the attribute_description passed does not exist in tblAttributes, isp_add_attribute is called.
sp_add_control_attribute	@screen_id VARCHAR(20) @code_type_id VARCHAR(3) @control_name VARCHAR(50) @attribute_description VARCHAR(50) @value VARCHAR(20)	The screen_id, code_type_id, control_name, and attribute_id of the modified control attribute. If the attribute_description passed does not exist in tblAttributes, isp_add_attribute is called.
sp_add_country	@country_id VARCHAR(2) @description VARCHAR(50)	The country_id of the modified country.
sp_add_region	@country_id VARCHAR(2) @region_id VARCHAR(3) @description VARCHAR(50)	The country and region ids of the modified region.
sp_delete_screen	@screen_id VARCHAR(20)	The screen_id of the deleted screen. (Note: sp_delete_screen cascades deletion through tblScreenAttributes, tblControlAttributes, and tblControls.)

Fig. 9  
(4 of 4)

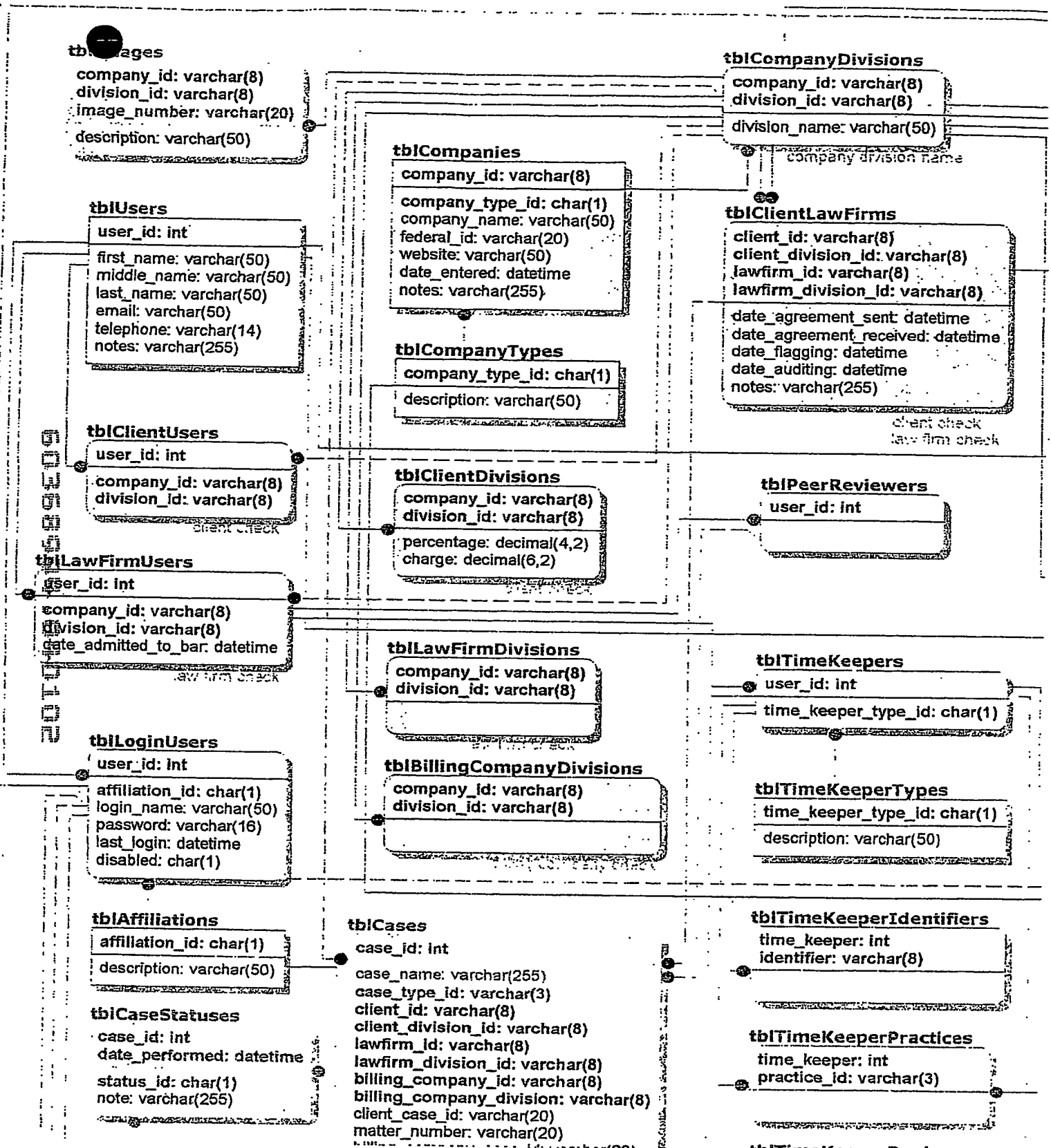


Fig. 10  
 (1 of 4)

### DivisionContacts

company\_id: varchar(8)  
division\_id: varchar(8)  
contact\_type\_id: char(1)  
user\_id: int

### tblContactTypes

contact\_type\_id: char(1)  
description: varchar(50)

### tblContacts

user\_id: int  
title: varchar(50)  
address1: varchar(50)  
address2: varchar(50)  
address3: varchar(50)  
city: varchar(20)  
region\_id: varchar(3)  
zip\_code: varchar(10)  
country\_id: varchar(2)  
fax: varchar(20)  
cable: varchar(20)  
telex: varchar(20)

### tblInternalUsers

user\_id: int

### tblClientTimeKeepers

client\_id: varchar(8)  
client\_division\_id: varchar(8)  
time\_keeper: int  
hourly\_rate: decimal(6,2)  
date\_effective: datetime  
former\_rate: decimal(6,2)

### tblClientInstructions

client\_id: varchar(8)  
client\_division\_id: varchar(8)  
instruction\_id: varchar(3)  
client\_description: varchar(255)

### tblAreasOfPractice

practice\_id: varchar(3)  
description: varchar(50)

### tblLawFirmImportFormats

lawfirm\_id: varchar(8)  
lawfirm\_division\_id: varchar(8)  
import\_format\_number: int  
field\_delimiter: char(1)  
text\_delimiter: char(1)  
lines\_to\_ignore: int  
chars\_to\_ignore: int  
date\_format: varchar(10)

### tblLawFirmImportFields

lawfirm\_id: varchar(8)  
lawfirm\_division\_id: varchar(8)  
import\_format\_number: int  
import\_field\_id: char(1)  
place\_holder: int

### tblImportFields

import\_field\_id: char(1)  
description: varchar(50)

### tblLawFirmParsers

lawfirm\_id: varchar(8)  
lawfirm\_division\_id: varchar(8)  
parser\_number: int  
code\_type\_id: varchar(3)

### tblParsers

parser\_number: int  
code\_type\_id: varchar(3)  
parser\_code: text

### tblMailBoxes

client\_id: varchar(8)  
client\_division\_id: varchar(8)  
lawfirm\_id: varchar(8)  
lawfirm\_division\_id: varchar(8)  
company\_type\_id: char(1)  
contact: int  
send\_email: char(1)  
number\_of\_copies: int  
number\_of\_summaries: int

### tblInstructions

instruction\_id: varchar(3)  
description: varchar(50)

### tblInvoiceComments

invoice\_id: int  
line number: int

### tblUserScreens

user\_id: int  
screen\_id: varchar(20)  
code\_type\_id: varchar(3)

### tblCodeTypes

code\_type\_id: varchar(3)  
description: varchar(50)

### tblUserScreenControls

user\_id: int  
screen\_id: varchar(20)  
control\_name: varchar(50)  
code\_type\_id: varchar(3)  
read\_allow: char(1)  
write\_allow: char(1)

### tblAttributes

attribute\_id: int  
description: varchar(50)

### tblControlAttributes

screen\_id: varchar(20)  
code\_type\_id: varchar(3)  
control\_name: varchar(50)  
attribute\_id: int  
value: varchar(255)

### tblControlTypes

control\_type\_id: int  
code\_type\_id: varchar(3)  
description: varchar(50)

### tblScreenAttributes

screen\_id: varchar(20)  
code\_type\_id: varchar(3)  
attribute\_id: int  
value: varchar(255)

### tblScreenControls

screen\_id: varchar(20)  
code\_type\_id: varchar(3)  
control\_name: varchar(50)  
control\_type\_id: int

### tblScreens

screen\_id: varchar(20)

Fig. 10  
(2 of 4)

#### tblStatuses

status\_id: char(1)  
description: varchar(50)

#### tblCaseTypes

case\_type\_id: varchar(3)  
description: varchar(50)

#### tblCaseRelationships

parent\_case\_id: int  
child\_case\_id: int

#### tblReauditedTypes

reaudited\_type\_id: char(1)  
description: varchar(50)

#### tblCountries

country\_id: varchar(2)  
description: varchar(50)

EULER - Display / <Main Subject Area>  
winning\_company\_case\_id: varchar(20)  
peer\_reviewer: int  
claimant\_tax\_id: varchar(20)  
date\_of\_loss: datetime  
note: varchar(255)

billing company check  
law firm matter number

#### tblCurrency

currency\_id: varchar(3)  
currency\_name: varchar(20)  
exchange\_rate: decimal(12,4)  
date\_updated: datetime

#### tblReauditedInvoices

invoice\_id: int  
reaudited\_type\_id: char(1)  
rate\_of\_exchange: decimal(12,4)  
date\_of\_exchange: datetime

#### tblRegions

country\_id: varchar(2)  
region\_id: varchar(3)  
description: varchar(50)

country description

#### tblInvoices

time\_keeper: int  
country\_id: varchar(2)  
region\_id: varchar(3)

#### tblInvoices

invoice\_id: int  
case\_id: int  
lawfirm\_invoice\_id: varchar(20)  
lawfirm\_invoice\_date: datetime  
work\_time: int  
flagged: char(1)  
currency\_id: varchar(3)  
rate\_of\_exchange: decimal(12,4)  
date\_of\_exchange: datetime  
projected\_fees: decimal(9,2)  
projected\_costs: decimal(9,2)

#### tblActions

action\_id: char(1)  
description: varchar(50)

Fig. 10  
(3 of 4)

comment\_number: int  
commented\_by: int  
comment: varchar(255)

type\_id: varchar(3)  
screen\_code: text

#### tblInvoiceDetails

invoice\_id: int  
line\_number: int  
time\_keeper: int  
item\_date: datetime  
description: varchar(4096)  
hours\_billed: decimal(5,2)  
hourly\_rate: decimal(6,2)  
amount\_billed: decimal(9,2)

law firm time keeper check

#### tblInvoiceAdjustments

invoice\_id: int  
line\_number: int  
adjustment\_number: int  
instruction\_id: varchar(3)  
description: varchar(255)  
hours\_adjusted: decimal(5,2)  
amount\_adjusted: decimal(9,2)

client instruction check

#### tblAffiliationScreens

affiliation\_id: char(1)  
screen\_id: varchar(20)  
code\_type\_id: varchar(3)

#### tblAffiliationScreenControls

affiliation\_id: char(1)  
screen\_id: varchar(20)  
control\_name: varchar(50)  
code\_type\_id: varchar(3)  
read\_allow: char(1)  
write\_allow: char(1)

#### tblInvoiceActions

invoice\_id: int  
date\_performed: datetime  
performed\_by: int  
action\_id: char(1)  
work\_time: int  
notes: varchar(255)

#### tblDocumentRequests

invoice\_id: int  
line\_number: int  
document\_number: int  
document\_type\_id: char(1)  
date\_requested: datetime  
requested\_by: int  
date\_received: datetime  
received\_by: int  
notes: varchar(255)

#### tblDocumentTypes

document\_type\_id: char(1)  
description: varchar(50)

#### tblFailureLog

user\_id: varchar(50)  
date\_of\_attempt: datetime  
password: varchar(16)  
procedure\_executed: varchar(50)

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Fig. 10  
(4 of 4)



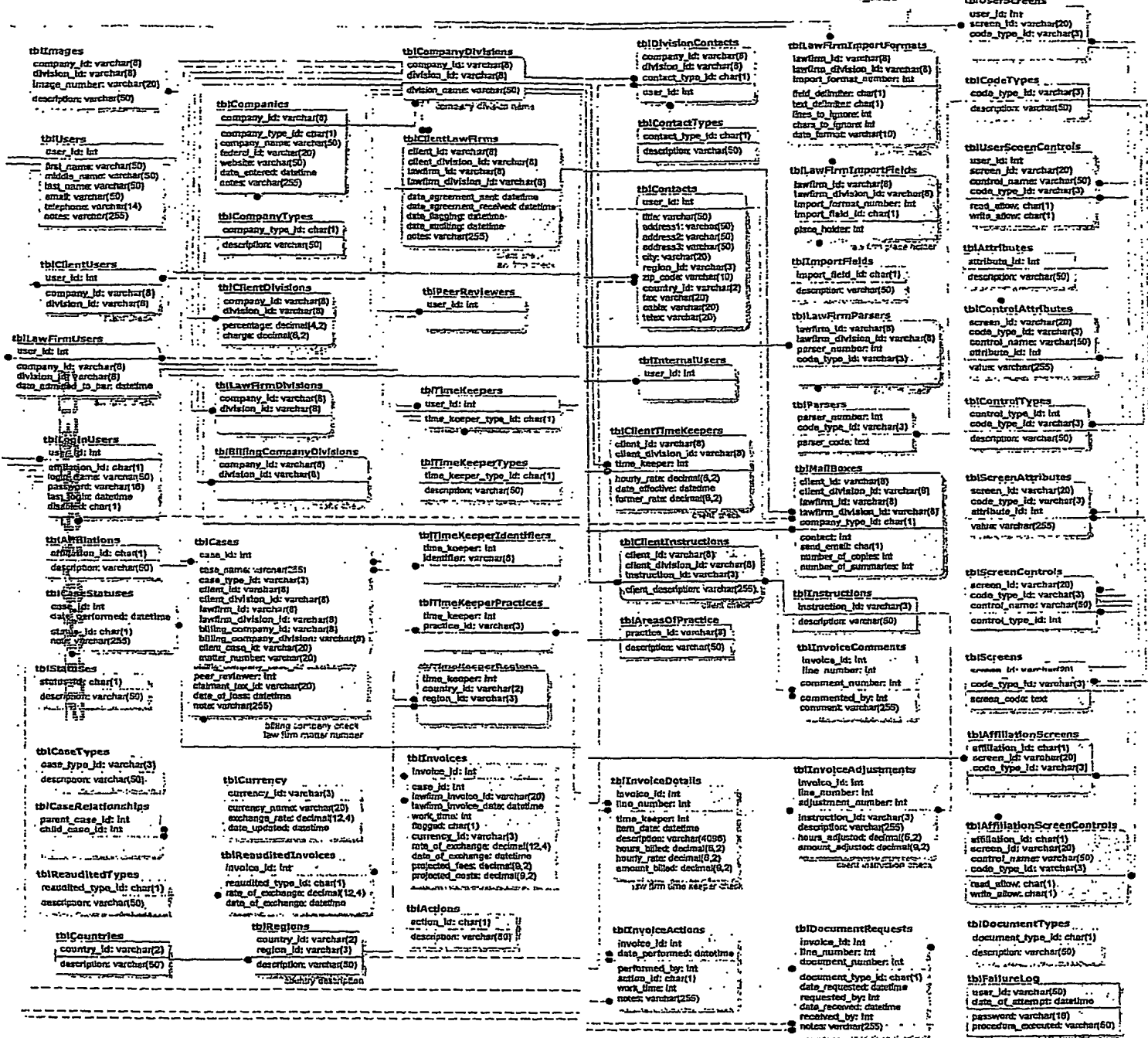


Fig. 11